

**REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATION OF  
TRAINING AND REIMBURSEMENT – DD Form 1556-1 (Short Form)**

*Use of DD Form 1556-1 (Short Form) / Instructions for civilians requesting training with or without cost:*

*To request training, to be funded for the cost of training, or to have completed training recorded into a civilian employee's official personnel file, a DD Form 1556-1 must be completed, signed, and filed with the USA MEDDAC S2/S3-Education & Training Office (S2/S3 Office). Attendance at training prior to the completion of Form 1556-1 can result in nonfunding, refusal of reimbursement, or lack of credit for training.*

Requesting Training - How to Begin:

1. From Forms Flow, S: Drive, **print the two-page DD Form 1556, PAS and Instructions** to complete sections of the new 1556-1.
2. **Complete (Forms Flow) DD Form 1556-1.** Provide the following information:
  - Under Section A: Complete all items, except #6
  - Under Section B: Complete all items, except #22
  - Under Section C: Complete items 25, 26 (if applicable)
3. **Attach supporting information** concerning the course or a flyer announcing the training.
4. **Complete and attach a MEDDAC FL 600, MEDDAC TRAVEL REQUEST \*.** The employee, supervisor, and department or careline chief should sign form 600.
5. Reminder: Make and keep a photocopy of all information before submitting the request for routing. STAPLE all required forms and information into a request packet. The various activities will remove forms as needed. The request packet should be submitted at least two weeks before the training date to allow time for routing and the request for orders to be processed.

**Signature blocks for 1556-1: To be typed in by the employee requesting training.**  
*(All signature blocks must be signed off BEFORE training is approved or attended.  
Incomplete forms may result in nonfunding or nonapproval for course attendance.)*

1. **Number 29:**  
WANERSDORFER, JOSEPH D., Budget Officer

2. **Number 32:**  
Supervisor's signature block and signature.
3. **Numbers 33 and 34:**  
DURBIN, EILEEN E., LTC, AN  
OIC, S2/S3-Hospital Education & Training

Routing of Request Packet:

1. Employee submits entire request packet to the S2/S3 Education Assistant (Room 2496). S2/S3 Office certifies training meets regulatory requirements and OIC signs or asks for justification from employee's supervisor. S2/S3 Office forwards the packet to Resource Management Division (RMD) (Room 2525).
2. RMD certifies the availability of funds and the Budget Officer signs. Packet is returned to the S2/S3 Office. (RMD forwards the packet to the TDY Personnel Clerk (S2/S3, Room 2480) if orders are required.)
3. Employee is notified to pick up the completed packet from the S2/S3 Education Assistant, indicating employee's request has been processed through the S2/S3 Office and RMD. (Employee contacts the TDY Personnel Clerk if orders have been requested.)
4. Employee attends training. Upon completion of training, the employee completes items 39-43, page 2, then signs and dates page 2 of Form 1556-1.
5. Completed Form 1556-1 is returned to the S2/S3 Education Assistant to be recorded in the employee's official personnel file.
6. Employee files for any reimbursements with RMD, if applicable.

***(NOTE: It is the responsibility of the requestor to make all additional training and travel plans. This includes arranging program registrations, purchasing books and course materials, making hotel and flight arrangements, and reserving rental cars or shuttle services. Personnel in the S2/S3 and RMD do not perform these services.)***

**ADDITIONAL FORMS that may be required:**

**(\*NOTE: DD Form 1556-1 is not a financial reimbursement document. It is a request to attend specific training.** If the training is a TDY outside of the local area, supplementary forms must be completed along with the 1556-1 in order for TDY orders to be issued. If training includes expenses (i.e., registration fees, hotel expenses), upon completion of training, the employee will need to submit supplementary forms for reimbursement of these additional expenses. Resource Management Division can assist the employee with the completion of these additional forms.)

MEDDAC F.L. 599, Request for Permissive Temporary Duty (Military) / Excused Absence (Civilian) – training requiring no orders, no funding

(Forms Flow) DD FORM 1610, Request and Authorization for TDY Travel of DOD Personnel – form to request travel orders

Requests for use of government credit card payment / IMPAC Funds for registration fees require a memorandum through RMD to Virgil Collins, TDY Travel Coordinator. Memo should include the statements: “(1) I do not maintain a government credit card for payment of this registration. (2) This training is necessary for my continued satisfactory job performance. My supervisor has approved this training. (3) Request this registration be paid for through the use of IMPAC Funds.” Memo may be signed by the requesting employee or his or her supervisor. Memo should include the person’s name, social security number, title of the training, and cost of registration. A copy of supporting information concerning the training or a flyer announcing the training should be attached – giving the date, location, registration telephone number, and cost.

Reimbursement Forms:

(Forms Flow) SF1164, Request and Authorization for TDY Travel of DOD Personnel - expenses for local training / travel, mileage

(Forms Flow) SF 1034, Public Voucher for Purchases and Services Other Than Personal - registration fee paid by employee / local training

(Forms Flow) DD 1351-2, Travel Voucher or Subvoucher - reimbursement when a DD 1610 is issued

POC:

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